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ABSTRACT

This document presents the National Apprenticeship and Training Standards for the apprenticeship program for orthotic and/or prosthetic technicians. These standards cover the following areas: definitions; qualifications for apprenticeship; apprenticeship agreement; term of apprenticeship and credit for previous experience; probationary period, hours of work, salaries; ratio; apprentice records, reports, and examinations; progress reports; adjusting differences; work processes; related instruction; accident prevention; certificate of completion of apprenticeship; equal opportunity in apprenticeship; and modification of national standards. Also presented are recommendations for adapting the national standards to local use and program supervision. The appendixes include work processes for orthotic technicians and prosthetic technicians, forms for apprentice recordkeeping and the apprenticeship agreement, and a discussion of the federal laws and regulations affecting the employment of apprentices. (BM)

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ED152977

National Apprenticeship and Training Standards for Orthotic and Prosthetic Technicians

U.S. Department of Labor
John T. Dunlop, Secretary

Employment and Training Administration
William H. Kolberg
Assistant Secretary for Employment and Training
Bureau of Apprenticeship and Training
1976 (revised)

Developed and adopted by
the American Orthotic and Prosthetic Association,
in cooperation with the
Bureau of Apprenticeship and Training,
U.S. Department of Labor

CE 015 009

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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On November 12, 1975, the Secretary of Labor announced a change in name from the Manpower Administration (MA) to the Employment and Training Administration (ETA). Program activities and responsibilities are not affected.

AMERICAN ORTHOTIC AND PROSTHETIC ASSOCIATION

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David A. H. Ruethel, Executive Director

April 2, 1975

Note to: Orthotic/Prosthetic Health Care Providers

The steadily increasing use of orthotics and prosthetics to assist the orthopedically handicapped has become a common occurrence in the U.S. It is encouraging to note that member facilities of our Association have responded to this challenge by establishing closer relationships within the medical community and by upgrading their services to meet new needs.

Yet, any profession must be continually aware of the need to train adequate numbers of personnel to meet future demands. This is particularly important in orthotics and prosthetics insofar as technician support personnel is concerned.

Hence, it was with enthusiasm that AOPA collaborated with the U.S. Department of Labor in the development of a new national apprenticeship training program for orthotic and/or prosthetic technicians in 1973. Especially significant was the fact that this was the first one-year program to be registered with the Department's Bureau of Apprenticeship and Training, something of which we can all be very proud.

This program relies importantly on the cooperation of AOPA and its member facilities, since our members will serve as the key group in registering and training Technicians for the Department of Labor. We hope you will agree by assisting interested individuals to learn more about Technician careers in our professions, particularly those who might otherwise find it difficult to become involved in health related occupations. We urge your support and participation.

Sincerely yours,

Ralph R. Snell, President

RRS:ca

U.S. DEPARTMENT OF LABOR
MANPOWER ADMINISTRATION
WASHINGTON, D.C. 20210

June 23, 1975

National Advisory Committee on Apprenticeship
American Orthotic and Prosthetic Association
1444 N Street, N. W.
Washington, D. C. 20005

Gentlemen:

It gives me great pleasure to inform you that your Association's National Apprenticeship Standards for Orthotic and/or Prosthetic Technician are consistent with the basic requirements and equal employment opportunity regulations of the Bureau of Apprenticeship and Training, U. S. Department of Labor.

I congratulate you and the Association which you represent on your efforts to provide a systematic and uniform method for training Orthotic or Prosthetic Technicians throughout the profession.

Your interest and initiative in providing guidance to your Association's membership in line with your recommended National Standards can maintain and improve its supply of skilled laboratory manpower in this vital allied health field.

The field staff of the Bureau of Apprenticeship and Training is available to assist your local members in formulating local apprenticeship programs patterned after your National Standards.

Sincerely,

Hugh C. Murphy

HUGH C. MURPHY
Associate Manpower Administrator
Bureau of Apprenticeship
and Training

PREFACE

Set forth in the following pages are the National Apprenticeship and Training Standards for the apprenticeship program for orthotic and/or prosthetic technicians. These standards were recommended by the Committee on Education, serving as the ad hoc National Advisory Committee on Apprenticeship of the American Orthotic and Prosthetic Association (AOPA), in cooperation with the Bureau of Apprenticeship and Training, U.S. Department of Labor.

The Association and its members are dedicated to the rehabilitation of the orthopedically handicapped and are united in a constant desire to improve services and patient-management capability.

It is the sincere conviction of the AOPA that through the concerted effort of its members the supply of skilled laboratory manpower can be maintained and improved. The objective of these national standards is to provide a basis for the mutual undertaking of training a worker at the technician level and should result in benefits to all concerned.

It is the hope of the Association that these standards will be considered in the spirit in which they have been conceived. Their sole purpose is to improve the quality of and opportunity for those who wish to secure fundamental effective training as orthotic and/or prosthetic technicians through the establishment of uniform, supervised, on-the-job training programs.

Because of the continuing changes occurring in the allied health field, the American Orthotic and Prosthetic Association will appoint a permanent National Advisory Committee on Apprenticeship to maintain a constant surveillance of apprenticeship and training problems and new requirements at the technician level. It will recommend such changes as may be necessary from time to time to assure the effectiveness of these national standards, methods, procedures, and problems.

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NATIONAL APPRENTICESHIP AND TRAINING STANDARDS FOR ORTHOTIC AND/OR PROSTHETIC TECHNICIANS [1]

1. Definitions

(a) *Orthotic Technician*—the person who supports the orthotist in providing care to patients with disabling conditions of the limbs and spine by fabricating devices known as orthoses. Under the guidance of and in consultation with the orthotist or the orthotic assistant, the technician uses acquired skills to fabricate orthoses and/or their components in such a manner as to provide maximum fit, function, and cosmesis and high-quality work. He or she also repairs and maintains orthoses as assigned. The orthotic technician must keep abreast of all new fabricating techniques and be skilled with hand and power tools and familiar with the qualities of various materials. One technician may be assigned responsibility for the performance of others.

(b) *Prosthetic Technician*—the person who supports the prosthetist in providing devices known as prostheses. Under the guidance of and in consultation with the prosthetist or the prosthetic assistant, the technician may make positive molds and use acquired skills to fabricate protheses and/or components in such a manner as to provide maximum fit, function, and cosmesis and high-quality work. He or she also repairs and maintains prostheses as assigned. The prosthetic technician must keep abreast of all new fabricating techniques and be skilled with hand and power tools and familiar with the qualities of various materials. One technician may be assigned responsibility for the performance of others.

(c) *Orthotic-Prosthetic Technician*—the person who carries out the responsibilities and functions of both the orthotic

[1] Local application of these national standards in States having State apprenticeship agencies may require adaptation to meet the standards of apprenticeship in such States. The staffs of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and State apprenticeship agencies are available to advise on such standards.

technician and the prosthetic technician as defined in the two preceding items.

(d) *Apprentice*—the individual who is under an apprenticeship agreement to acquire the qualifications of the orthotic and/or prosthetic technician as outlined in these standards and who is registered with the appropriate registration agency.

(e) *Association*—the American Orthotic and Prosthetic Association, 1444 N Street, NW., Washington, D.C. 20005.

(f) *Committee*—the Committee on Education, also known as the National Advisory Committee on Apprenticeship of the American Orthotic and Prosthetic Association. This Committee is directly responsible to the Association for the effectiveness of apprenticeship training of technicians.

(g) *Employer*—any member firm of the American Orthotic and Prosthetic Association who has the facilities and equipment to properly train apprentices in accordance with the terms and conditions of these standards.

(h) *Apprenticeship Agreement*—the written agreement between the apprentice and the employer establishing the terms of the apprenticeship.

(i) *Registration Agency*—the recognized State apprenticeship agency, or in States where there are no such agencies, it shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor.

2. Qualifications for Apprenticeship

Applicants for apprenticeship shall not be less than 18 years of age, unless State law requires a different minimum age. Proof of age shall be required.

A maximum age limit may be established, if desired. Where a maximum age is established, it must be stated in the local program. Exceptions to the maximum age limit may be provided for honorably discharged veterans or persons with previous work experience at the technician level in the occupation or to meet established minority apprentice employment goals and timetables.

Apprentices must be physically fit to perform the employment functions of the orthotic and/prosthetic technician.

Employers may establish, subject to the approval of the National Advisory Committee on Apprenticeship, additional

qualifications as desired. Such qualifications must be specific, clearly stated, and reasonably and directly related to job performance.

3. Apprenticeship Agreement [2/]

Apprentices shall be covered by a written apprenticeship agreement with their employer(s), which shall be signed by both and registered with the appropriate registration agency. Such agreement(s) shall contain a statement making the terms and conditions of the local program a part of the agreement(s). The National Advisory Committee on Apprenticeship shall provide employers desiring to train an apprentice with forms of agreements applicable to their States' local program requirements.

4. Term of Apprenticeship and Credit for Previous Experience

Orthotic or prosthetic technician apprentices shall serve a minimum of 2,000 hours (50 workweeks of 40 hours each) in the year to which the agreement relates, and the orthotic–prosthetic technician apprentices shall serve a minimum of 4,000 hours, including a probationary period. The apprentices' progress in each phase of apprenticeship may be determined on a credit hour basis. Therefore, apprentices who, by unusual aptitude and industry or because of past educational and/or practical experience, achieve the desired level of attainment in one phase of apprenticeship in less than the time designated may be advanced to the next phase. The determination of such attainment in less than the usual number of scheduled hours shall be made by the employer. When such advancement is made, the apprentice(s) shall be paid the rate of pay for the level to which advancement is made.

5. Probationary Period

Apprentices shall be subject to a probationary period, not to exceed 3 months of reasonably continuous employment on the job.

This probationary period will give the apprentices the opportunity to observe the work of the trade in its entirety and

[2/] Some State apprenticeship agencies require the use of their own apprenticeship agreement forms. In such instances, the forms may be obtained from the staff of the State apprenticeship agency or the Bureau of Apprenticeship and Training, U.S. Department of Labor. If such is not the case, copies of the sample form (appendix 4) may be used.

enable them to decide whether it will be to their liking; and it will give the employer the opportunity to determine whether a particular apprentice has the ability to absorb further training.

During the probationary period, the apprenticeship agreement may be cancelled on request of either party to the agreement. After probation, apprenticeship agreements may be cancelled at any time for due cause. The registration agency and the Committee shall be notified of all cancellations and terminations of apprenticeship agreements.

6. Hours of Work

The workday and workweek for apprentices and conditions associated therewith shall be the same as those of other classifications of employees doing comparable work on a non-apprentice basis.

7. Salaries

Apprentices shall be paid for each hour spent in the facility of the employer and in related instruction during normal working hours at a progressively increasing schedule of wages. Such wages shall be a percentage of the prevailing local journeyman's beginning hourly wage rate, as follows:

1st 500 hours	50% of the journeyman's rate
2nd 500 hours	65% of the journeyman's rate
3rd 500 hours	80% of the journeyman's rate
4th 500 hours	90% of the journeyman's rate

Note: When an apprentice has satisfactorily completed a 1-year orthotic or prosthetic technician program and wishes to continue for a second year to become an orthotic-prosthetic technician, it is recommended that he or she be paid no less than 100 percent of the journeyman's beginning wage. Further adjustment thereafter should be an agreement between the employer and the apprentice or such bargaining agreement as may exist.

8. Ratio

The provision in local programs covering the ratio of orthotic or prosthetic technician apprentices to journeymen shall be worked out in accordance with local practices. No

more apprentices shall be employed than can (a) be given proper supervision in the performance of the functions that are required by the national standards for adequate apprenticeship training and (b) be afforded employment opportunity on completion of the training period. The ratio of apprentices to journeymen shall be stated in the local program.

9. Apprentice Records, Reports, and Examinations

The Committee will require local employers of apprenticeship programs under these standards to develop and keep such records as seem desirable for the proper training of apprentices as follows:

(a) Application form for entrance into apprenticeship.

(b) Tests or examinations as required for entrance into apprenticeship, periodically for evaluation of progress, and for completion of the apprenticeship.

(c) A copy of the registered apprenticeship agreement.

(d) Record of attendance in related and technical instruction.

(e) Report of selection standards and procedures utilized by employers.

10. Progress Reports

The progress of apprentice(s) shall be reviewed by employers prior to advancement of apprentices to each level of their apprenticeship and at such other times as may be deemed necessary by the employer. Consideration in evaluating the degree of advancement shall be given to related instruction and on-the-job performance, as reflected by the apprentice's work records and other factors indicative of the apprentice's development in the skills of the orthotic and/or prosthetic technician.

11. Adjusting Differences

The employer and the apprentice shall have the right and privilege of appeal to the Committee in the event of disputes or controversies arising over any provision of the local program which cannot be satisfactorily settled locally. The Committee shall consider all records pertaining to the apprenticeship training relationship, hear all parties, and make adjustments as

necessary. Such adjustments shall be binding on both employers and apprentices as a condition of entering into or maintaining the apprenticeship training relationship under these standards.

12. Work Processes

During the term of apprenticeship, the apprentice shall be given an opportunity to work in all phases of orthotic and/or prosthetic technician functions in accordance with the schedule of work processes for each classification. (See apps. 1 and 2.)

These work processes need not be followed in the exact order as listed, nor continuously on each process, but may be varied according to the laboratory workload. However, the amount of time devoted to each process shall be as close as possible to the hours listed for it.

Apprentices shall not be used for the performance of general custodial work or other nontechnical tasks except to the extent necessary to maintain their work stations in a clean and orderly condition or to the extent that performance of such custodial work is required of other employees.

13. Related Instruction

Apprentices shall be required to attend classes in subjects related to the functions of orthotic or prosthetic technicians for a minimum of 144 hours per year. These classes may be given during or outside the regular working hours, depending upon local practices and available facilities. Time spent in related instruction shall not be considered as hours of work unless apprentices are required to take such courses during the regular working hours, and in that event, they shall be compensated at their regular hourly rates.

To provide appropriate related instruction, local programs may offer in-facility courses utilizing company or outside personnel as instructors. Local high schools, vocational schools, and colleges usually cooperate in offering related studies that can be taken after working hours.

14. Accident Prevention

Apprentices shall receive training and instruction in accident prevention and safe working habits, both on the job and in related instruction, during the entire term of apprentice-

ship. Such instruction shall be coordinated with actual work performed on the job and tools and equipment used.

15. Certificate of Completion of Apprenticeship

Apprentices who successfully complete their apprenticeship shall be awarded a certificate by the appropriate registration agency. (See page 20.)

16. Equal Opportunity in Apprenticeship

All programs of apprenticeship registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor, or recognized State apprenticeship agencies must include the following equal opportunity pledge:

> The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, part 30, as amended.

In order to be eligible for orthotic and/or prosthetic technician apprenticeship under locally established programs, all applicants will be required to meet the qualifications for apprenticeship given on page 2, item 2. Proof of physical ability is not necessary until applicants appear for personal interviews. If a local program sponsor establishes additional qualifications, such qualifications will be stated in the local program.

In addition to establishing qualification standards, each local program sponsor employing five (5) or more apprentices will be required to develop and adopt an affirmative action plan, which shall include goals and timetables if analysis indicates underutilization of minorities, and shall adopt a selection method consistent with the requirements of title 29, CFR, part 30, as amended.

A local program sponsor with a program in which fewer than five (5) apprentices are indentured is only required to adopt the equal opportunity pledge stated in section 30.3(b) of title 29, CFR, part 30, as amended.

Detailed information regarding the application of nondiscrimination requirements under title 29, CFR, part 30, as amended, may be obtained from the staffs of the Bureau of Apprenticeship and Training, U.S. Department of Labor, or State apprenticeship agencies.

17. Modification of National Standards

The American Orthotic and Prosthetic Association's National Advisory Committee on Apprenticeship reserves the right to make such changes in its National Apprenticeship and Training Standards as may in its judgment be necessary, subject to the approval of the Association and the Bureau of Apprenticeship and Training, U.S. Department of Labor.

ADAPTATION OF NATIONAL STANDARDS TO LOCAL USE AND PROGRAM SUPERVISION

The American Orthotic and Prosthetic Association, through its National Advisory Committee on Apprenticeship, shall oversee these national standards and their use in obtaining the maximum effectiveness of local apprenticeship programs to insure the availability of competently trained personnel. The meaningful adaptation of the Association's stated policy to local operations will require active cooperation of the Association and its individual member facilities.

The Committee shall make every effort to maintain the application of these national standards among members of the Association.

A national representative from the Bureau of Apprenticeship and Training, U.S. Department of Labor, may be appointed to provide advice, service, and assistance to the Committee. This representative shall have voice but no vote on matters before the Committee.

In order to fulfill their responsibilities, it is recommended that local employers develop apprenticeship standards covering such items as:

(a) Selecting a supervisor of apprentices.
(b) Methods of selecting apprentice applicants.
(c) Schedule of work experience on the job.
(d) Progressively increasing schedule of wages for the apprentice.
(e) Supplemental related instruction.
(f) Provision for reviewing and testing the apprentice's progress.
(g) Arranging for presentation to the apprentice of a Certificate of Completion.

It shall be the responsibility of employers to:

(a) Determine the need for, and the availability of, qualified orthotic and/or prosthetic technicians in the local area.
(b) Base apprenticeship selections on qualifications alone.
(c) Assure that necessary on-the-job experience and related instruction are provided apprentices.
(d) Conduct periodic examinations of apprentices.

(e) Notify appropriate registration agency and the Committee of any cancellation or termination of apprenticeship agreements.

(f) Prepare and submit all necessary reports concerning the program to the local, State, or Federal agencies, and to the Committee.

(g) Prepare and submit to the Committee an initial report outlining the local program, periodic reports regarding apprenticeship activities, and any amendments for approval of local programs.

(h) Supervise the enforcement of the provisions of the local programs.

(i) Impress upon all indentured apprentices that, in signing the apprenticeship agreement, they have voluntarily agreed to abide by the provisions of the local program, and also inform the apprentices of their responsibilities and obligations under the apprenticeship program.

1. Responsibilities of Apprentices

(a) To perform diligently and faithfully the duties as assigned by the employer in accordance with the provisions of the program.

(b) To respect the property of the employer and abide by the working rules and regulations of the employer.

(c) To attend regularly and complete satisfactorily the courses of related instruction as provided under the local program.

(d) To maintain such records of work experience and training received on the job and in related instruction as may be required by the employer.

(e) To develop safe working habits and conduct themselves in their work in such a manner as to assure their own safety as well as that of their fellow workers.

(f) To work for the employer to whom assigned to the completion of apprenticeship, unless they are reassigned to another employer or their agreements are terminated by their employers.

(g) To conduct themselves at all times in a creditable, ethical, and moral manner, realizing that much time, money, and effort will be spent in affording them the opportunity to become orthotic and/or prosthetic technicians.

2. Ratio

The provision in local programs covering the ratio of technician apprentices to journeymen shall be worked out in accordance with local practices.

3. Filing With the Registration Agency

A copy of the local apprenticeship program, and any amendments thereto, shall be registered by the appropriate registration agency, as identified on page 2, item (i).

4. Consultants

Guidance in the successful operation of the apprenticeship program is always available from the Association representative. Advice and assistance may also be sought from the Bureau of Apprenticeship and Training, U.S. Department of Labor, State apprenticeship agencies, and/or State departments of education.

5. Term of Apprenticeship

The term of apprenticeship for orthotic or prosthetic technician apprentice shall be approximately 2,000 hours of on-the-job training, which shall include a minimum of 144 hours of related supplemental instruction. The term shall be subdivided into two 6-month periods of 1,000 hours each.

The first 500 hours shall be considered a probationary period, during which time the employer or the apprentice may cancel the apprenticeship agreement by notifying the other. The registration agency and the Committee shall be advised of all such cancellations.

Orthotic or prosthetic technician apprentices will work with certified orthotists or prosthetists under the supervision of the facility manager and will receive work experience and training pertaining to the skills of orthotic or prosthetic technology in a manner that will lead to their advancement. As they become familiar with the subjects related to the operation of the laboratory equipment and methods of fabrication, they will be expected to perform any duties considered to be those of orthotic or prosthetic technician apprentices.

6. Rate of Pay

See Salaries on page 4.

APPENDIX 1

Work Processes
Orthotic Technician

	Hours
Tools and Equipment	150

Care and use of tools and machines and their use in orthotic fabrication.

Orthotic Materials and Processes	125

Familiarization with the basic materials, equipment, and procedures used in the fabrication of orthoses.

Fabrication of Orthoses	1,475

The applied use of materials and tools relative to the techniques of fabricating orthotic devices.

Upper Extremity (200)
Lower Extremity (900)
Spinal (375)

Anatomy—Biomechanics and Related Subjects	250

A study of the skeletal and muscular systems with emphasis on the relationship to the fabrication of orthoses.

Total	2,000

APPENDIX 2

Work Processes
Prosthetic Technician

	Hours
Tools and Equipment	150
Care and use of tools and machines and their use in prosthetic fabrication.	
Prosthetic Materials and Processes	125
Familiarization with the basic materials, equipment, and procedures used in the fabrication of prostheses.	
Fabrication of Prostheses	1,475
The applied use of materials and tools relative to the techniques of fabricating prosthetic devices.	
Upper Extremity (375)	
Lower Extremity (1,100)	
Anatomy—Biomechanics and Related Subjects	250
A study of the skeletal and muscular systems with emphasis on the relationship to the fabrication of prostheses.	
Total	2,000

APPENDIX 3

Apprentice Recordkeeping

It is essential to maintain current records of the progress and ability of apprentices. Some recordkeeping systems in different areas include a variety of forms—daily, weekly, and monthly—as well as a final master chart summarizing the pertinent data recorded during the entire term of apprenticeship.

On this and the following page are a simply designed recordkeeping form and a control report. They are presented as examples to those in charge of apprentices in other localities for establishing their own recordkeeping systems.

It will be noted that the data recorded during each 1-month period are carried forward to the next period. In this way, a current and complete record of the progress of each apprentice may be kept on a single form.

Samples of other recordkeeping systems may be obtained upon request through the field representatives of the Bureau of Apprenticeship and Training or State apprenticeship agencies.

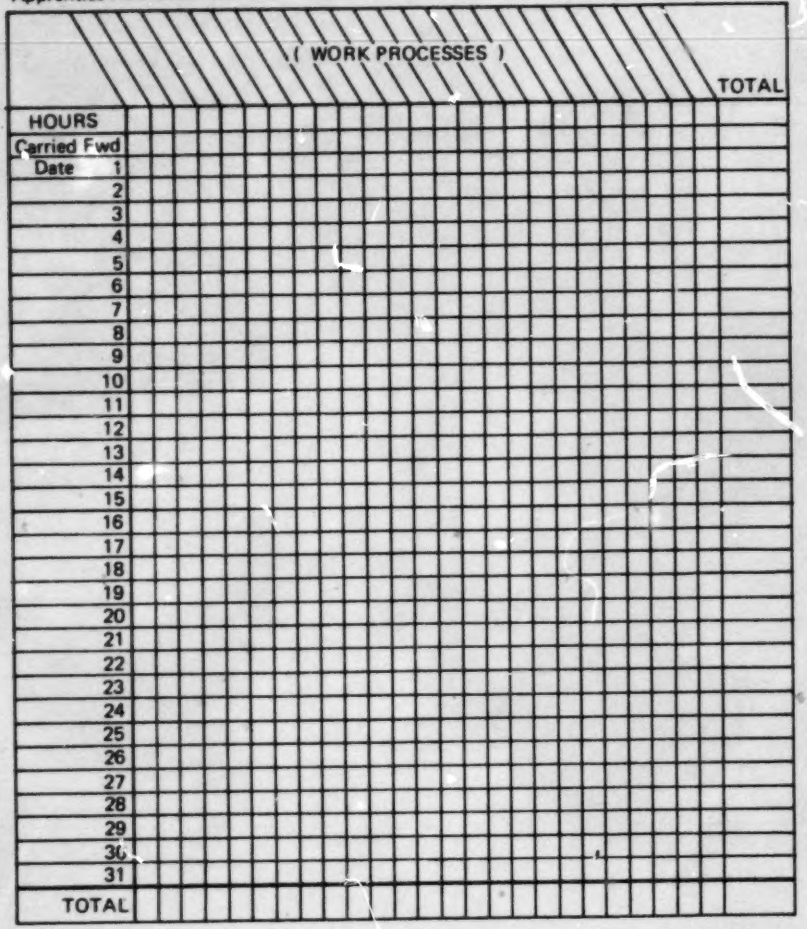
APPRENTICE CONTROL REPORT

MONTH_____ 19__

	1st 500 hrs	2nd 500 hrs	3rd 500 hrs	4th 500 hrs	
	(WORK PROCESSES)				
NAME					TOTAL

APPRENTICE MONTHLY WORK REPORT

Apprentice _____ Month _____ 19 —



APPENDIX 4

U.S. DEPARTMENT OF LABOR • MANPOWER ADMINISTRATION
Bureau of Apprenticeship and Training

APPRENTICESHIP AGREEMENT
Between Apprentice and Employer

CHECK APPROPRIATE BOX
- ☐ Vietnam Era Veteran
- ☐ Other Veteran
- ☐ Non-Veteran

SOCIAL SECURITY NUMBER

The employer and apprentice whose signatures appear below agree to these terms of apprenticeship:

The employer agrees to the nondiscriminatory selection and training of apprentices in accordance with the Equal Opportunity Standards stated in Section 30.3 of Title 29, Code of Federal Regulations, Part 30; and in accordance with the terms and conditions of the (*Name of Apprenticeship Standards*)..... which are made a part of this agreement.

The apprentice agrees to be diligent and faithful in learning the trade in accordance with this agreement.

TRADE	TERM OF APPRENTICESHIP (*Hours or Years*)	PROBATIONARY PERIOD
CREDIT FOR PREVIOUS EXPERIENCE	TERM REMAINING	DATE THE APPRENTICESHIP BEGINS

This agreement may be terminated by mutual consent of the parties, citing cause(s), with notification to the Registration Agency.

NAME OF APPRENTICE (*Type or Print*)	TO BE COMPLETED BY THE APPRENTICE
SIGNATURE OF APPRENTICE	DATE OF BIRTH (*Month, Day, Year*)
ADDRESS	CHECK APPROPRIATE BOX ☐ MALE ☐ FEMALE
PARENT OR GUARDIAN	RACE/ETHNIC GROUP: (*Check one*) ☐ CAUCASIAN/WHITE ☐ INFORMATION NOT AVAILABLE ☐ NEGRO/BLACK ☐ NOT ELSEWHERE CLASSIFIED ☐ ORIENTAL ☐ SPANISH AMERICAN ☐ AMERICAN INDIAN
NAME OF EMPLOYER (*Company*)	
ADDRESS	HIGHEST EDUCATION LEVEL (*Check one*) ☐ 8th GRADE OR LESS ☐ 9th GRADE OR MORE ☐ 12th GRADE OR MORE
SIGNATURE OF AUTHORIZED OFFICIAL	
APPROVED BY (*Joint Apprenticeship Committee*)	
SIGNATURE OF CHAIRMAN OR SECRETARY	DATE
REGISTERED BY (*Name of Registration Agency*)	
SIGNATURE OF AUTHORIZED OFFICIAL	DATE

U. S. GOVERNMENT PRINTING OFFICE: 1973 O - 496-699

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APPENDIX 5

Federal Laws and Regulations Affecting the Employment of Apprentices

Wage and Hour Regulations (ruling concerning payment for time spent by apprentices in related instruction)

The Fair Labor Standards Act requires that each employee, not specifically exempted, who is engaged in interstate commerce or in the production of goods for such commerce receive the statutory minimum wage, and that no employee (including an apprentice) may be employed for more than 40 hours a week without receiving at least time and one-half of his or her regular rate of pay for the overtime hours.

As an enforcement policy, time spent in an organized program of related supplemental instruction by apprentices working under bona fide apprenticeship programs may be excluded from working time if the following criteria are met: (1) The apprentice is employed under a written apprenticeship agreement or program which substantially meets the basic standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and (2) such time does not involve production work or performance of the apprentice's regular duties.

If the above criteria are met, the time spent in such related supplemental training shall not be counted as hours worked unless the written agreement specifically provides that it is hours worked. The mere payment or agreement to pay for time spent in related instruction does not constitute an agreement that such time is hours worked.

REGIONAL OFFICES
BUREAU OF APPRENTICESHIP AND TRAINING

Location	States Served	
Region I JFK Federal Bldg., Room 1001 Government Center Boston, Mass. 02203	Connecticut Maine Massachusetts	New Hampshire Rhode Island Vermont
Region II 1515 Broadway, Room 3731 New York, N.Y. 10036	New Jersey New York	Puerto Rico Virgin Islands
Region III P.O. Box 8796 Philadelphia, Pa. 19101	Delaware Maryland Pennsylvania	Virginia West Virginia
Region IV 1371 Peachtree Street, N.E., Room 700 Atlanta, Ga. 30309	Alabama Florida Georgia Kentucky	Mississippi North Carolina South Carolina Tennessee
Region V Federal Bldg., Room 1, Fourth Floor 230 South Dearborn Street Chicago, Ill. 60604	Illinois Indiana Michigan	Minnesota Ohio Wisconsin
Region VI 555 Griffin Square Bldg. Room 858, Griffin & Young Sts. Dallas, Tex. 75202	Arkansas Louisiana New Mexico	Oklahoma Texas
Region VII Federal Office Bldg., Room 1100 911 Walnut Street Kansas City, Mo. 64106	Iowa Kansas	Missouri Nebraska
Region VIII Federal Bldg., Room 16440 1961 Stout Street Denver, Colo. 80202	Colorado Montana North Dakota	South Dakota Utah Wyoming
Region IX 450 Golden Gate Avenue, Room 9006 P.O. Box 36017 San Francisco, Calif. 94102	Arizona California	Hawaii Nevada
Region X Room 8014 Federal Office Bldg. 909 First Avenue Seattle, Wash. 98174	Alaska Idaho	Oregon Washington

STATE AND TERRITORIAL APPRENTICESHIP AGENCIES

Apprenticeship Services
Department of Economic Security
P.O. Box 6123
Phoenix, Ariz. 85005

Division of Apprenticeship Standards
Department of Industrial Relations
455 Golden Gate Avenue
P.O. Box 603
San Francisco, Calif. 94102

Colorado Apprenticeship Council
1177 Grant Street
Denver, Colo. 80203

Apprentice Training Division
Labor Department
200 Folly Brook Boulevard
Wethersfield, Conn. 06109

Delaware State Apprenticeship and Training Council
Department of Labor and Industry
618 North Union Street
Wilmington, Del. 19805

District of Columbia
Apprenticeship Council
1100 Vermont Avenue, NW., Room 1200
Washington, D.C. 20005

Bureau of Apprenticeship
Florida Department of Commerce
1321 Executive Center Drive
Tallahassee, Fla. 32301

Apprenticeship Division
Department of Labor and Industrial Relations
825 Mililani Street
Honolulu, Hawaii 96813

Apprentice Training Division 1/
Kansas Apprenticeship Council
Department of Labor
401 Topeka Boulevard
Topeka, Kans. 66603

Kentucky State Apprenticeship Council
Capitol Plaza Tower, 12th Floor
Frankfort, Ky. 40601

Division of Apprenticeship
Department of Labor
1001 Land & Natural Resources Bldg.
Baton Rouge, La. 70804

Maine Apprenticeship Council
Department of Labor and Industry
State Office Bldg.
Augusta, Maine 04330

Maryland Apprenticeship and Training Council
Department of Labor and Industry
203 East Baltimore Street
Baltimore, Md. 21202

Division of Apprentice Training
Department of Labor and Industries
State Office Bldg.
Government Center
100 Cambridge Street
Boston, Mass. 02202

Division of Voluntary Apprenticeship
Department of Labor and Industry
Space Center Bldg., 5th. Floor
444 Lafayette Road
St. Paul, Minn. 55101

Montana State Apprenticeship Council
Division of Labor Standards
1331 Helena Avenue
Helena, Mont. 59601

Nevada Apprenticeship Council
Department of Labor
Capitol Bldg.
Carson City, Nev. 89701

New Hampshire Apprenticeship Council
Department of Labor
1 Pillsbury Street
Concord, N.H. 03301

New Mexico Apprenticeship Council
Labor and Industrial Commission
1010 National Bldg.
505 Marquette, NW.
Albuquerque, N.Mex. 87101

Bureau of Apprentice Training
Department of Labor
The Campus, Bldg. No. 12
Albany, N.Y. 12226

Division of Apprenticeship Training
Department of Labor
Raleigh, N.C. 27602

Ohio State Apprenticeship Council
Department of Industrial Relations
2323 West Fifth Avenue, Room 250
Columbus, Ohio 43215

Apprenticeship and Training Division
Oregon Bureau of Labor
Labor & Industry Bldg., Room 115
Salem, Oreg. 97310

Pennsylvania Apprenticeship and Training Council
Department of Labor and Industry
Labor and Industry Bldg., Room 1547
Harrisburg, Pa. 17120

Apprenticeship Division
Department of Labor
414 Barbosa Avenue
Hato Rey, P.R. 00917

Rhode Island Apprenticeship Council
Department of Labor
235 Promenade Street
Providence, R.I. 02908

Utah Apprenticeship Council
Industrial Commission
431 South Sixth East, Room 225
Salt Lake City, Utah 84102

Vermont Apprenticeship Council
Department of Industrial Relations
State Office Bldg.
Montpelier, Vt. 05602

Division of Apprenticeship Training
Department of Labor and Industry
P.O. Box 1814
Ninth Street Office Bldg., Room 334
Richmond, Va. 23214

Director of Apprenticeship and Training
Department of Labor
Christiansted, St. Croix, V.I. 00820

Apprenticeship Division
Washington State
Department of Labor and Industries
318 East Fourth Avenue
Olympia, Wash. 98504

Division of Apprenticeship and Training
P.O. Box 2209
Madison, Wis. 53701

1/ All agencies, with the exception of Kansas, operate under apprenticeship and/or training laws enacted by the legislature. The agency in Kansas functions under executive order of the Governor.

United States Department of Labor

Bureau of Apprenticeship and Training
NATIONAL APPRENTICESHIP AND TRAINING STANDARDS FOR THE
AMERICAN ORTHOTIC AND PROSTHETIC ASSOCIATION
Washington, D. C.

Certificate of Registration

for the trade classifications of ORTHOPEDIC-PROSTHETIC TECHNICIAN (Orthotic Technician)
and ORTHOPEDIC-PROSTHETIC TECHNICIAN (Prosthetic Technician)

Issued in recognition of the above apprenticeship system, registered as part of the National Apprenticeship Program, in accordance with the standards recommended by the

Federal Committee on Apprenticeship

July 18, 1973
(Rev. 6-23-75)
DATE

H-90070
REGISTRY NO.

John T. Dunlop
SECRETARY OF LABOR

William H. Kolberg
ASSISTANT SECRETARY FOR MANPOWER

Virgil C. Murphy
BUREAU ADMINISTRATOR

Certificate of Completion of Apprenticeship

United States Department of Labor

Bureau of Apprenticeship and Training

This is to certify that

has completed an apprenticeship in the trade of

under sponsorship of

in accordance with the standards recommended by the
Federal Committee on Apprenticeship

DATE

John T. Dunlop
SECRETARY OF LABOR

William H. Kolberg
ASSISTANT SECRETARY FOR MANPOWER

Virgil C. Murphy
BUREAU ADMINISTRATOR

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